

Khalesha Privott

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PROFESSIONAL SUMMARY

I am highly organized, detailed-oriented, and conscientious self-starter, able to strategize and prioritize effectively to accomplish multiple tasks and stay calm under pressure.

Skills

- Organization Planning and research
- Interpersonal communications
- Self-management
- Leadership
- Knowledge of cash handling, maintenance/transactions
- Ability to maintain in a team environment
- Proficiency in Alphabetic and Literacy Braille

Experience:

Staffing plus- Paraprofessional

December 2017- present

- Provide daily support and supervision to children diagnosed with Mental health and/or behavioral disorders in a school/ day care setting
- Document progress of clients’ behavioral changes.
- Monitor clients’ safety, redirect negative behavior, and implement de-escalation
- Support and reinforce the teacher’s general program and management.
- Strategize and Implement social activities for group participation

Confetti Events- Clerical/Administrative assistant

September 2016- present

Maintaining files and records so they remain updated and easily accessible

Answering the phone to take messages or redirecting calls to appropriate colleagues

Scheduling meetings and appointments

Preparing documents for meetings

Processing and directing mail and incoming packages or deliveries

PHL International Airport - Customer Service Agent

July 2017- November 2017

- Maintain and monitor the Airline Passenger lines purging them based on flight departures.
- Pull airline Arrival Sheets and triage the lines based on flight departures.
- Monitor the flight screens for last minutes changes.

EDUCATION:

- High School Diploma June 2017
- Motivation High School, Philadelphia pa
- Advance Placement Courses in- English, Math, World History,
- Environmental Science